



STATE OF DELAWARE  
DEPARTMENT OF FINANCE  
DIVISION OF ACCOUNTING  
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M E M O R A N D U M

TO: Department and School Fiscal Officers

FROM: Valencia L. Beaty, Executive Assistant *VLB*

DATE: April 17, 2000

SUBJECT: **LAPSING OF PURCHASE ORDERS**

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Attached is a list of Special Fund Purchase Orders that have not had activity in Fiscal Year 2000. In order to prevent a PO on this list from lapsing, the system requires that the PO be referenced by a PV before the end of the fiscal year. If you are unable to reference a PO that you do not want to lapse, please contact your State Accountant in the Division of Accounting.

VLB:bb

cc: Phyllis Jurczak, Senior State Accountant  
Bonnie Thompson, State Accountant  
Van Link, State Accountant